

## AGENDA

### COMMITTEE ON HUMAN RESOURCES/INSURANCE

*(Note: Committee reports, if any, will be presented to the BMA on 08/02/2005.)*

**July 18, 2005**

**Aldermen Shea, Sysyn,  
DeVries, Garrity, Forest**

**5:30 PM**

**Aldermanic Chambers  
City Hall (3<sup>rd</sup> Floor)**

1. Chairman Shea calls the meeting to order.
2. The Clerk calls the roll.
3. Communication from Virginia Lamberton, Human Resources Director, on behalf of Fred Ruscsek, Public Health Director, requesting three changes at the Health Department as follows:
  - 1) reclassify a vacant Public Health Specialist II position (salary grade 19) to a Community Health Supervisor (salary grade 23)  
*(Note: fully funded by a grant, no general funds needed.);*
  - 2) reclassification of Community Health nurses from salary grade 17 to salary grade 18  
*(Note: funds available in Health Department budget);*
  - 3) establishment of a half-time Custodian position  
*(Note: no additional funds needed to support this request - in lieu of paying Aramark).*

**Ladies and Gentlemen, what is your pleasure?**

4. Communication from Virginia Lamberton, Human Resources Director, on behalf of Tom Bowen, Water Works Director, requesting approval of a new Electrician II position as a result of the upgrade and expansion of the water treatment plant.  
*(Note: funds available within current Water Works budget to support position.)*

**Ladies and Gentlemen, what is your pleasure?**

**TABLED ITEM**

**A motion is in order to remove the following items from the table for discussion.**

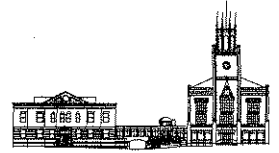
5. Communication from Joan Porter, Tax Collector, relating to part-time employees.  
*(Originally tabled 12/07/2004. Retabled 01/04/2005 pending a report on the fiscal impact from Human Resources.)*
6. If there is no further business, a motion is in order to adjourn.



# CITY OF MANCHESTER

## Human Resources Department

One City Hall Plaza  
Manchester, New Hampshire 03101-4000  
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



July 5, 2005

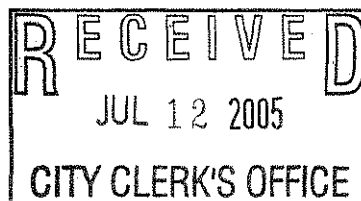
Alderman Bill Shea, Chairman  
Human Resource and Insurance Committee  
City of Manchester  
City Hall  
Manchester, New Hampshire 03101

Dear Alderman Shea and Members of the Committee:

On behalf of Fred Rusczek, Health Department Director, I am requesting three changes at the Health Department.

The first request is to reclassify a vacant Public Health Specialist II position (salary grade 19) to a Community Health Supervisor, salary grade 23. In addition to the current duties that are outlined on the class specification for a Community Health Supervisor, this position will be responsible for overseeing communicable disease epidemiology as well as providing oversight over the STD/HIV program. A copy of the proposed class specification is attached to this letter. This position is fully funded by a grant. Therefore, no general funds will be needed to support this reclassification. An updated organization chart is attached to this letter as well.

The Health Department continues to experience difficulties in recruiting and retaining Community Health Nurses. Competition to employ Registered Nurses is strong in light of a small pool of candidates. At the Health Department, the Community Health Nurses are primarily responsible for TB follow-up and control, the investigation of communicable diseases which includes home visits, lead poisoning prevention and completing immunizations, STD, HIV and other clinical duties. Unfortunately, these positions are also expected to be available 24 hours a day, seven days a week. Consequently, it is difficult to recruit and retain staff in these positions. As such, we are requesting that the positions be reallocated from salary grade 17 to salary grade 18. Funds are available in the Health Department budget to support this request.



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Alderman Bill Shea

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July 7, 2005

The last request in this letter is to establish a half time Custodian position. Currently, there is one full time Custodian position employed by the Health Department to cover the whole Rines Center. There is also a half time Custodian position that is provided by contract with Aramark. The combined one and a half positions cover the entire Rines Center. Aramark has estimated that to do the job thoroughly, there really should be two and a half full time equivalents. Over the past couple of years, Aramark has had difficulty providing the City with a half time person that is able to be self directed, maintain confidentiality and be trained to work in a clinical setting. It is Mr. Rusczek's belief that the Rines Center would be better served if he were to hire a half time Custodian himself. I concur with that notion. No additional funds are needed to support this request because in lieu of paying Aramark, the funds would remain within the Health Department to compensate an individual directly as a City employee.

Your favorable approval of the above noted requests would be greatly appreciated.

Respectfully submitted,



Virginia A. Lamberton  
Human Resources Director

Attachments



# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>Public Health Specialist II</b>
<b>Class Code Number</b>	<b>7010-19</b>

### General Statement of Duties

Performs complex research and assessments on various public health disease and health risk behaviors; designs and implements community prevention strategies; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to gather data about public health issues, develop, implement and evaluate programs regarding these issues and disseminate information to the public on all relating information. The work is performed under the supervision and direction of a designated supervisor but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of an employee in the class of Public Health Specialist I. This class is distinguished from the class of Public Health Specialist I by the complexity of work and supervisory responsibilities. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other department employees, municipal officials, private and public social service and health care agencies and the public. The principal duties of this class are performed indoors and outdoors often in high risk areas.

**Examples of Essential Work  
(illustrative only)**

- Conducts comprehensive assessments on the health status of the citizens of the City of Manchester;
- Plans and conducts surveys of community agencies and the public to collect various public health data;
- Analyzes and interprets public health data in order to provide a status report on the health of the community;
- Develops strategies and plans for public health intervention in areas of the community requiring special attention;
- Develops health promotion strategies and materials to address documented public health needs in the community;
- Supervises, trains and evaluates assigned employees;
- Gives community presentations and coordinates conferences to increase awareness and define action plans to meet those needs;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities  
(at time of appointment)**

- Thorough knowledge of public health and disease intervention measures;
- Thorough knowledge of research techniques and data analysis;
- Substantial knowledge of the relationships between life styles and health risks;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;

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- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- Graduation from an accredited college or university with a Master's Degree in Public Health; and
- Some experience in epidemiology, public health, health education or a health field; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

**Required Special Qualifications**

- None.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in both electronic and hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to function in operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in have access to various work sites throughout the City.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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# City of Manchester, New Hampshire

## Class Specification

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<b>Class Title</b>	Community Health Supervisor
<b>Class Code Number</b>	7080 - 23

### General Statement of Duties

Supervises professional ~~nursing~~ *public health* duties and public health education; performs directly related work as required. Oversees specialized disease control and epidemiological investigations; designs and implements community prevention strategies to address public health concerns including chronic diseases; performs directly related work as required.

### Distinguishing Features of the Class

~~The principal function of an employee in this class is to promote good health practices and maintain the health of individuals, families and the general public through instruction, counseling and appropriate disease investigation and prevention measures. The work is performed under the supervision and direction of a Public Health Nurse Supervisor but extensive leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from the class of Community Health Nurse by the complexity of assignments and the certification requirements.~~ *The principle function of an employee in this class is the supervision of professional staff, typically entailing multiple programs. Incumbents are responsible for technical oversight of public health programs as well as planning and budgeting. The work is performed under the supervision of the Public Health Director, but extensive leeway is granted for the exercise of independent judgement and initiative.* The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other department staff, municipal officials, clients and the public. The principal duties of this class are performed in both a general office and field



environment, with some exposure to hazardous situations. *24/7 response for public health emergencies is inherent in this function.*

**Examples of Essential Work  
(illustrative only)**

- Establishes clinical protocols, field operations, linkages to surrounding communities for communicable disease prevention and follow-up;
- Provides community education on issues such as small pox vaccinations, bio-terrorism clinical responses, etc.;
- Plans, directs and evaluates community health programs;
- Compiles, analyzes and interprets narrative, statistical and program reports and records;
- Prepares grant applications as needed and assigned;
- Completes community or public health investigations as needed and assigned;
- Performs public health and department public relations and public health promotional activities;
- Performs first aid, immunizations, testing, health screening and assessments;
- Collects and maintains data relating to public health or school health issues;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Works closely with community healthcare, social service agencies, and public safety departments in the preparation of disease control and public health emergency response plans;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities  
(at time of appointment)**

- *Substantial knowledge of the practices, principles and techniques of public health and epidemiology;*
- Substantial knowledge of applicable federal, state, and municipal laws, regulations, and policies relating to public health;

- Substantial knowledge of public health employee personal protective equipment and safety practices;
- Some knowledge of counseling practices and techniques;
- *Some knowledge and the ability to develop, organize and administer community health improvement programs;*
- *Skill in the use and operation of medical apparatus, equipment, and screening instruments as required for work duties supervised;*
- *Ability to develop, organize, and perform technical disease control work, and community services programs;*
- *Ability to create, and interpret health statistics, including disease incidence and prevalence rates;*
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

- Graduation from an accredited college or university with a Master's Degree in Public Health; and
- Several years experience in supervising public health programs; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### **Required Special Qualifications**

- Possession of a Valid New Hampshire Driver's License.

#### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;

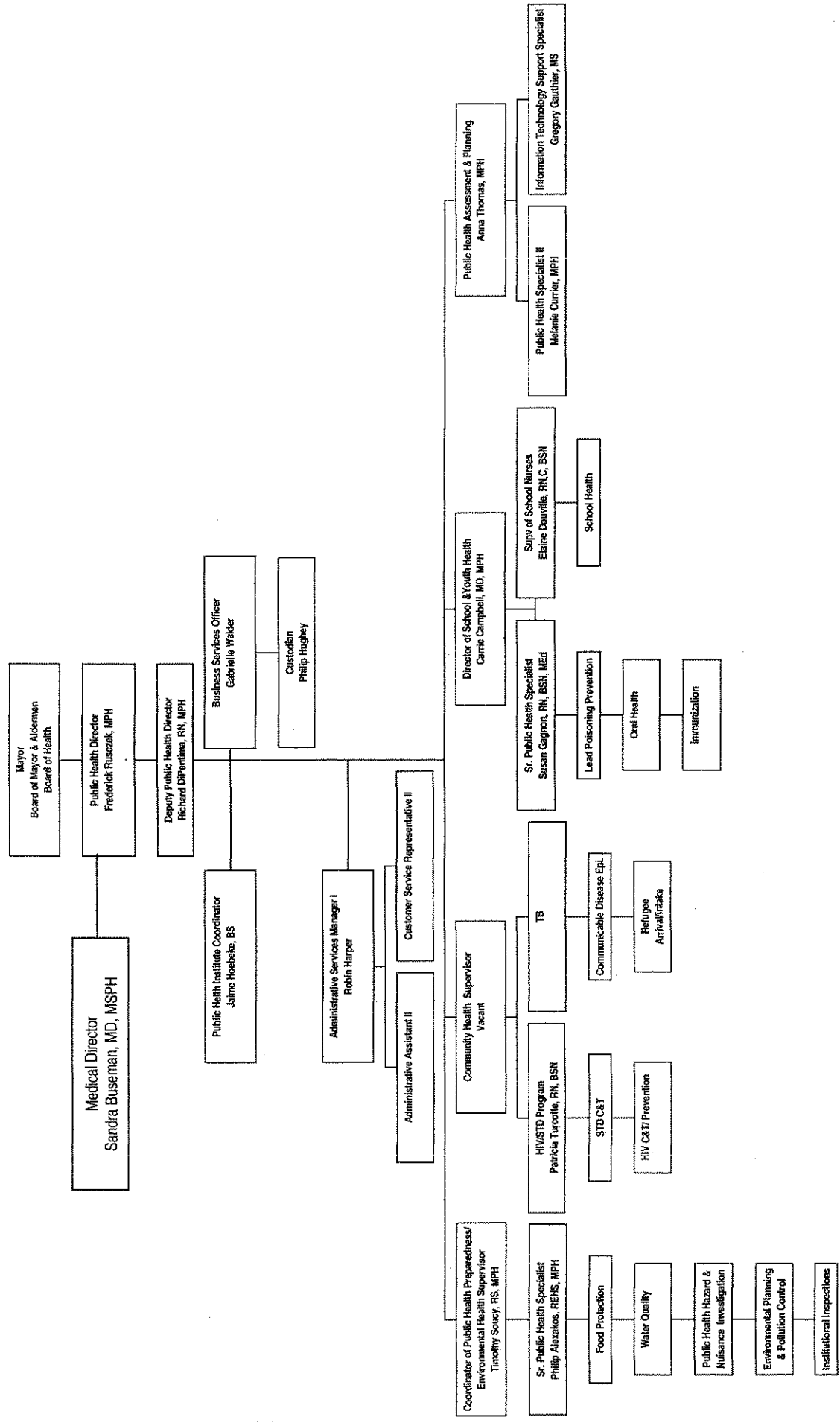
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to function in performs assigned medical examinations;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to use all related medical equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas within the City.

Approved by: BMA Date: 11/19/02

Established: 11/19/02

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# Manchester Health Department Program Organizational Chart





# CITY OF MANCHESTER

## Human Resources Department

One City Hall Plaza  
Manchester, New Hampshire 03101-4000  
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



July 6, 2005

Alderman Bill Shea, Chairman  
Human Resource and Insurance Committee  
City of Manchester  
One City Hall Plaza  
Manchester, New Hampshire 03101

Re: Request for New Position, Water Works

Dear Alderman Shea and Members of the Committee:

On behalf of Tom Bowen, P.E., Director, Water Works, I am requesting you to approve a new Electrician II position. The Board of Water Commissioners have approved this request and therefore, funds are available within the current Water Works budget to support this position.

The expanded part of the treatment facility will begin operating this fall. This position is needed due to the significant increase in electronic equipment created as a result of the upgrade and expansion of the water treatment plant. Currently there is one Electrician position within the Water Works Department. This is the first change in overall staffing levels at the plant since 1978.

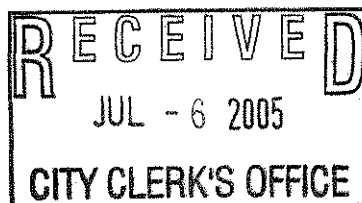
I am attaching a copy of the class specification for your review and information. The salary grade for an Electrician II is seventeen (17).

Your favorable approval of this request would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton  
Human Resource Director

Attachment





# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	Electrician II
<b>Class Code Number</b>	4010-17

### General Statement of Duties

Installs, maintains and repairs industrial electronic equipment; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to maintain electronic systems used in Wastewater operations. The work is performed under the direct supervision of the WWTP Maintenance Supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors and the public. The principal duties of this class are performed in both a general indoor environment and an outdoor work environment with potential personal hazards.

### Examples of Essential Work (illustrative only)

- Installs, maintains and repairs a wide variety of industrial electronic equipment, including chemical based sensors and probes and microprocessor based control systems throughout the treatment plant related to water flow data;
- Analyzes and evaluates water flow using engineering and hydraulic principles to ensure data accuracy;
- Supervises and performs scheduled field calibration routines using precision test equipment;

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- Supervises and performs preventive maintenance of flow monitoring equipment;
- Prepares demand maintenance report and prioritizes repair work to be performed;
- Trouble shoots hardware and software problems associated with metering system and repairs micro-electronic equipment to component level;
- Performs preventive maintenance programs for electronic and electrical equipment;
- Participates in the design of electronic equipment with contractors to ensure plant needs and requirements are met;
- Inspects and verifies accuracy of installation and testing of new equipment;
- Maintains technical manuals, drawings, sketches, schematic diagrams and various records of data pertaining to safety issues, work activity and general operation of plant and pump stations;
- Inspects, maintains and repairs medium and high voltage equipment;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;"><b>Required Knowledge, Skills and Abilities</b> <b>(at time of appointment)</b></p>
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- Thorough knowledge of principles and techniques of electronic and electrical trouble shooting and repair;
- Thorough knowledge of safety procedures and precautions relating to installation, maintenance and repair of electronic and electrical equipment;
- Thorough knowledge of operating principles of micro processing equipment
- Ability to use hand and power tools;
- Ability to operate complex electronic and electrical testing equipment;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;

- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### Acceptable Experience and Training

- Graduation from an accredited college or university with an Associate's Degree in Industrial Electricity; and
- Some experience in electronics trouble shooting and repair; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### Required Special Qualifications

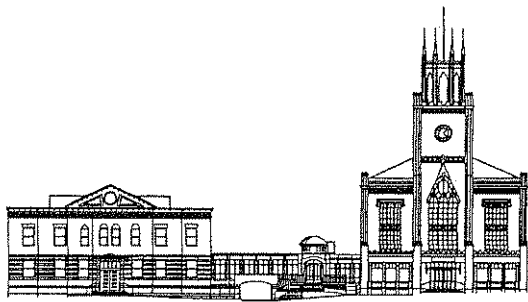
- Valid New Hampshire driver's license;
- New Hampshire Master's Electrician License.

#### Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to work safely with electronic and electrical equipment;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools and electronic testing apparatus;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to operate hand and power tools and electronic testing apparatus and execute confined space entry.

Approved by: BMA Date: 12/7/99





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12/1/01  
pending legal opinion  
from Solicitor  
1/25/05 - Remained  
tacked  
3/15/05 - "  
5/3/05 - "

**City of Manchester Office of the Tax Collector**

City Hall One City Hall Plaza  
Manchester, New Hampshire 03101  
Joan A. Porter, Tax Collector

Tele: (603) 624-6575

Fax: (603) 628-6162

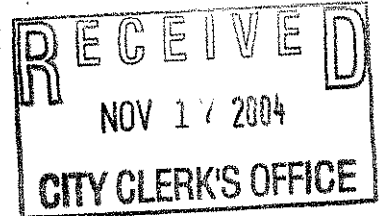
Web Site: <http://www.manchesternh.gov>

Email: [taxcollector@ci.manchester.nh.us](mailto:taxcollector@ci.manchester.nh.us)

*Welcome to the City Of Manchester NH, Where History Invites Opportunity!*

Alderman William P. Shea, Chairman  
Human Resources Committee  
1 City Hall Plaza  
Manchester, NH 03101

November 15, 2004



Dear Alderman Shea,

Please place an item relative to regular part time employees on the next Human Resources agenda for discussion.

At issue is the determination of status as regular part time/seasonal/temporary which determines length of probation, thus affecting the first merit increase and subsequent increases.

The Tax Collector's Office has employed two part time employees as a replacement for one full time position for close to twenty years. At one time they were called permanent part time and that was changed to regular part time. These employees work 20 hours per week year round (no break in service), earn vacation and sick leave, are entitled to bereavement leave, tuition reimbursement (pro-rated) and paid holidays and are automatically enrolled into our Contributory Retirement System and are permitted to join the Sick Bank. It is mandatory that they attend Orientation and are given a Handbook detailing benefits. The handbook states that: "The first six months of your employment with the City are considered a probationary period." (Page 3-2). It also states that: "Upon completion of your probationary period, regular, full-time and regular, part-time employees have the opportunity to receive yearly advances in pay grade." (Page 3-3 attached).

The Human Resources Department believes that these part time employees are seasonal/temporary. Since seasonal/temporary employees are hired for a specific "season" (such as lifeguards in summer and ski lift operators in winter) or "purpose" (such as those hired for elections), they are generally hired knowing that their employment is for a short, specific term. Furthermore, temporary employees are not members of the Retirement System or Sick Bank, are not required to attend Orientation nor are they entitled to the benefits afforded a regular part time employee. The ordinance referencing seasonal/temporary employees (33.063 attached) was changed in August 2002 to reflect changes in step increases. There is an ordinance (33.062 attached) referencing part time employees but it was not changed, nor does it reference step increases.

One of our part time employees was hired in July and is due an increase at the end of her probation in January. This amounts to .40 per hour which is \$8.00 per week as a regular part time employee. I am requesting that the Committee reaffirm her status as a regular part time employee thus allowing her an increase upon completion of her probationary period which is 6 months according to our Employee Handbook (page 3-2 attached).

Thank you for your thoughtful consideration of this matter.

Sincerely,

*Joan A. Porter*

Joan A. Porter  
Tax Collector

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You may participate in the **Dependent Care Reimbursement Plan** (allows you to set aside money deducted pre-tax from your paycheck into an account to reimburse you for eligible dependent day care expenses); the **Premium Offset Plan** (allows you to pay for your share of medical insurance premiums on a pre-tax basis); and/or the **Health Care Reimbursement Plan** (allows you to set aside funds to pay for medical and dental expenses before salary taxes). For more information on these plans, contact the Human Resources Department at 624-6543 (Voice/TTY).

#### **COMPENSATION PROGRAM**

The City recognizes the need to provide a compensation program that is competitive in the marketplace, internally consistent and recognizes our employees' efforts and achievements.

We have established a classification plan with assigned pay grades for every position. Positions are evaluated based on the knowledge, skills and abilities required for the job (see performance summary section). You have an opportunity to advance within your pay grade as your career with the City progresses.

#### **PROBATIONARY EMPLOYEES**

The first six months of your employment with the City are considered a probationary period. During this time, you are eligible for paid holidays. Upon successful completion of your probation, your employee status will change as is appropriate to your position. Although you accrue sick

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leave and vacation hours during this six-month period, ***you are not eligible to use these hours toward vacation or sick leave.***

Police and Fire Department employees have a probationary period of one year, but are eligible to use vacation and sick leave after six months, as defined by their respective Collective Bargaining Agreements.

#### **NON-PROBATIONARY EMPLOYEES**

Upon completion of your probationary period, regular, full-time and regular, part-time employees have the opportunity to receive yearly advances in pay grade. Advances are based on your job performance and length of service – they are described below. Salary advances require the recommendation of your department head and the approval of the Human Resources Director or the Human Resources and Insurance Committee, except as otherwise provided for in Collective Bargaining Agreements.

#### **EMPLOYEE DEVELOPMENT PLAN**

The City is committed to providing opportunities for professional growth and development. To that end, you and your supervisor will meet to complete your annual Employee Development Plan (EDP). This plan will help you to identify your strengths and areas of expertise as well as those areas that may need further development. You will set professional goals and objectives for the coming year, and you will identify the action steps you will need to take in order to achieve your goals. You and your supervisor will meet periodically during the course of the

## **TUITION REIMBURSEMENT**

This benefit is available to all regular, full-time and regular, part-time (on a pro-rated basis) employees, on a first-come, first-served basis. All employees who have completed six (6) months of continuous employment are eligible. Employees may apply for reimbursement on a yearly basis. For information on current rates, refer to your Collective Bargaining Agreement or contact the Human Resources Department at 624-6543 (Voice/TTY).

## **RETIREMENT**

Eligible City classified employees are enrolled in the Manchester Employee Contributory Retirement System Defined Benefit Plan. Contributions are established by referendum: the current rate is 3.75% annually. Employees are vested after five (5) years of service. For more information consult the City of Manchester Employee Contributory Retirement System at 624-6506. (TTY access through RelayNH at 711).

Eligible uniformed Police and Fire employees are enrolled in the State of New Hampshire Retirement System. Contributions vary on an annual basis. For more information, consult the appropriate Collective Bargaining Agreement or the State Retirement Office at 271-3351 (TTY access through RelayNH at 711).

Manchester, NH Code of Ordinances

anniversary date just as if the employee had been working in the current position.

(E) *Rate of pay on promotion.* In any case where an employee is promoted to a class with a higher pay grade, the employee's pay shall be increased to at least the minimum rate for the higher class, but such increase shall be no less than 10% of the employee's current pay. In the case of overlapping pay grade ranges, the promoted employee shall be increased to the step immediately above the employee's current pay, but such increase shall be no less than 10% of the employee's current pay. If the employee refuses the promotion, the Human Resources Director may approve an additional pay step increase. If the employee still refuses the promotion, the Human Resources and Insurance Committee may approve two additional pay step increases. If the employee still refuses the promotion, the Mayor may approve additional step increases as provided in § 33.046 above. Advancement to the maximum rates subsequent to promotion will be on the same basis as described in § 33.048 of this subchapter. Effective dates for promotions shall be the first work day following approval of the promotions.

(F) *Rate of pay in cases of voluntary transfer to a lower pay grade.* When an employee takes a position at a lower salary grade, the employee shall be demoted to the lower grade based upon his/her years of service. However, if the years of service result in the employee receiving a step which compensates the employee at a higher rate of pay than prior to the demotion, said employee shall be placed in a step in the lower grade that does not exceed his/her level of compensation prior to the demotion.

(G) When an employee's position is reclassified to a higher salary grade, the employee shall be placed in the new grade at a step that would provide an increase equaling at least one annual merit step increase in the former salary grade. If an employee's position is reclassified to a lower salary grade, the employee shall be placed at a step in the lower grade based upon his/her years of full time employment. However, if the years of full service result in the employee receiving a step which compensates the employee at a higher rate of pay than prior to the reclassification, said employee shall be placed in a step in the lower grade that does not exceed his/her level of compensation prior to the reclassification.

('71 Code, § 18-36) (Ord. passed 6-14-67; Am. Ord. passed 4-19-88; Am. Ord. passed 11-4-98; Am. Ord. passed 9-4-01; Am. Ord. passed 11-7-01; Am. Ord. passed 8-6-02; Am. Ord. passed 2-18-03; Am. Ord. passed 3-18-03)

### § 33.047 PROBATIONARY PERIOD.

After initial appointment or promotion to a position covered by §§ 33.020 through 33.082 of this chapter, the first six months of service in the position to which appointed or promoted shall be considered the period of probation, except uniformed Fire Department personnel and entrance level police personnel whose probation periods shall be for 12 months; provided however, that such fire and police personnel shall be eligible for pay advancement after six months employment, upon the recommendation of the department head. In the event an employee is not meeting the work standard, the probationary period may be extended up to an additional six months not to exceed a total of twelve months probation. During the period of extended probation, the employee shall not be eligible for a step increase until such time as the employee has satisfactorily completed the extended probationary period. At the completion of the probationary period, the employee shall be eligible for a one step increase. In the event the employee does not meet the work standard at the conclusion of the first six months or at the conclusion of the extended probationary period, he shall be

while so assigned.

('71 Code, § 18-56) (Ord. passed 6-14-67; Am. Ord. passed 12-27-67; Am. Ord. passed 5-20-75; Am. Ord. passed 11-4-98; Am. Ord. passed 8-5-03)

*different categories*  
**§ 33.062 PART-TIME EMPLOYEES.**

(A) Any employee occupying a position designated as FLSA exempt who is regularly employed on a continuing work schedule of less than 40 hours per week shall be compensated by multiplying the base pay rate by the number of regular hours worked per week.

(B) An employee occupying a position designated as FLSA non-exempt and who is employed on a part-time basis shall be paid on an hourly basis according to the provisions of § 33.063 of this subchapter.

('71 Code, § 18-58) (Ord. passed 6-14-67; Am. Ord. passed 8-20-68; Am. Ord. passed 11-4-98)

**§ 33.063 TEMPORARY AND SEASONAL EMPLOYEES.**

Any temporary or seasonal employees occupying classified positions shall be employed initially at the salary grade for his/her classification. Upon recommendation of a department head, a temporary or seasonal employee may advance one step in his/her salary grade upon satisfactory completion of 2080 hours of work. Such advancement within a pay grade may continue until the maximum step is reached unless interrupted by a period of absence from work for a period of 12 months or longer. In such event, the employee shall be reemployed at the minimum initial pay step for the class to which he/she is assigned.

('71 Code, § 18-59) (Ord. passed 6-14-67; Am. Ord. passed 5-1-84; Am. Ord. passed 8-6-02)

**§ 33.064 EMPLOYEES INJURED IN THE LINE OF DUTY.**

(A) Employees, other than employees of the Police Department and employees of the Fire Department, injured in the line of duty shall be entitled to compensation as provided under the Worker's Compensation Law.

(B) For employees of the Police Department and employees of the Fire Department the following shall apply:

(1) Any employee of the city who sustains an injury which is compensable under the Workers Compensation Law and who is entitled to receive compensation benefits either by agreement of award shall, in addition to workers compensation benefits, receive supplemental pay benefits from the city so that combined worker compensation and supplemental pay benefits shall equal 80% of regular gross salary if the employee is covered under Social Security, and 87% if the employee is not covered under Social Security. Regular gross salary means gross wages as shown in the salary and wage schedules in the city and the school department compensation plans. The Finance Department shall make such adjustments as are necessary to

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	Seasonal/Temporary	Regular Part Time
Health Insurance	No	No
Contributory Retirement	No	Yes
Orientation	No	Yes
Vacation	No	Yes
Sick Leave	No	Yes
Tuition Reimbursement	No	Yes
Sick Bank	No	Yes
Bereavement Leave	No	Yes
Paid Holidays	No	Yes
Probation	No	Yes

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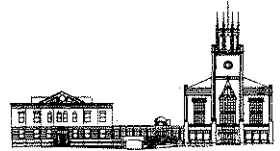
# CITY OF MANCHESTER

## Human Resources Department

One City Hall Plaza

Manchester, New Hampshire 03101-4000

Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



November 26, 2004

Alderman Bill Shea, Chairperson  
Human Resource and Insurance Committee  
City of Manchester  
City Hall Plaza  
Manchester, New Hampshire 03101

Re: Response to Joan Porter's Letter Regarding Part Time Employees

Dear Alderman Shea and Members of the Committee:

On November 15, 2004, Joan Porter, Tax Collector, wrote you a letter regarding a part time employee who works in the Tax Collector's Office. Mrs. Porter states that this office is defining part time employees as seasonal or temporary employees for the purpose of receiving a step increase. This stems from the fact that a part time employee was hired in July. It is Mrs. Porter's opinion that the part time employee is serving a probationary period and at the conclusion of the probationary period, she will be entitled to a step increase as is authorized for full time employees in Ordinance 33.047. This office is denying the step increase due to the fact that Ordinance 33.062 (B) requires part time employees to work 2080 hours to receive a step increase as is authorized in Ordinance 33.063 by reference from Ordinance 33.062 (B). The 2080 hours is equivalent to what is required of a full time employee to receive a step increase.

Mrs. Porter cites several references to support her position. Although well intended, these references are not for part time employees. For example, the Ordinances are written for regular full time employees. Exceptions to those for part time, seasonal or temporary employees are stated in certain Ordinances. For example: Ordinance 33.062, Part Time Employees, Ordinance 33.075, Holidays, Ordinance 33.077 Bereavement Leave, Ordinance 33.079 Vacations, and Ordinance 33.081 Sick Leave. Therefore, part time employees are not entitled to be included in Ordinances that affect full time employees unless specifically stated.

The Employee Handbook is written in the same fashion. The Handbook that Mrs. Porter has copied for your information was revised over a year ago to reflect the Ordinances. The language is written for full time employees as the majority of the Ordinances dictate.

Although there are a couple of instances where an Ordinance states "permanent" part time or regular part time employee, by law, only full time permanent employees are considered regular. Those ordinances should be revised to ensure clarity of the status of a part time employee. Further, part time employees do not serve a probationary period. They are part time and paid by



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the hour. They do not have any recourse if they are terminated from employment as do the regular or permanent employees.

In conclusion, the requirement for part time employees to work the equivalent number of hours as full time employees are required to work in order to receive a step increase, was proposed to ensure that all employees be treated equally for step increases. This has been enforced since the Ordinance was revised to include a part time employee in Human Resources.

I hope this clarifies the situation. If there are any other questions, I would be pleased to answer them.

Respectfully submitted,



Virginia A. Lamberton  
Human Resources Director

Attachment

rate of pay in accordance with this section if the assignment is for one full work day or longer.

(B) When a department head position is vacant, the Mayor, or Board as appropriate, may appoint an individual as the acting department head. Such employee shall be compensated at the entrance rate of the salary grade for the vacant department head position or one rate step above his/her present rate, whichever is higher while so assigned.

('71 Code, § 18-56) (Ord. passed 6-14-67; Am. Ord. passed 12-27-67; Am. Ord. passed 5-20-75; Am. Ord. passed 11-4-98; Am. Ord. passed 8-5-03)

### § 33.062 PART-TIME EMPLOYEES.

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(B) An employee occupying a position designated as FLSA non-exempt and who is employed on a part-time basis shall be paid on an hourly basis according to the provisions of § 33.063 of this subchapter.

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work for a period of 12 months or longer. In such event, the employee shall be reemployed at the minimum initial pay step for the class to which he/she is assigned.

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### § 33.064 EMPLOYEES INJURED IN THE LINE OF DUTY.

(A) Employees, other than employees of the Police Department and employees of the Fire Department, injured in the line of duty shall be entitled to compensation as provided under the Worker's Compensation Law.

(B) For employees of the Police Department and employees of the Fire Department the following shall apply:

(1) Any employee of the city who sustains an injury which is compensable under the Workers Compensation Law and who is entitled to receive compensation benefits either by agreement of award shall, in addition to workers compensation benefits, receive supplemental pay benefits from the city so that combined worker compensation and supplemental pay benefits shall equal 80% of regular gross salary if the employee is covered under Social Security, and 87% if the employee is not covered under Social Security. Regular gross salary means gross wages as shown in the salary and wage schedules in the city and the school department compensation plans. The Finance Department shall make such adjustments as are necessary to ensure that employees will actually receive the supplemental pay benefit provided above.

(2) Pending determination of compensation eligibility, the employee may receive sick leave benefits. On a determination of eligibility for compensation benefits, sick leave credit shall be restored.

(3) To the extent authorized by law, the city, during the period the employee is receiving

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**From:** Paula LeBlond-Kang  
**To:** Arnold, Thomas  
**Subject:** 12/07/2004 HR Meeting

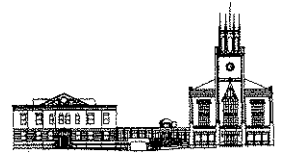
A reminder that at the December 7th meeting of the Committee on Human Resources/Insurance, a request was made of the City Solicitor for an opinion as to whether or not the ordinance relating to part-time employees is applicable. We have since received a communication from the HR Director which I will forward to your attention.



# CITY OF MANCHESTER

## Human Resources Department

One City Hall Plaza  
Manchester, New Hampshire 03101-4000  
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



December 21, 2004

Alderman Bill Shea, Chairperson  
Human Resource and Insurance Committee  
City of Manchester  
One City Hall Plaza  
Manchester, New Hampshire 03101

### Re: Current Part Time Employees

Dear Alderman Shea and Committee Members:

At our last Human Resources and Insurance Committee meeting, we discussed Ordinances that establish the number hours that are required for a part time employee to receive a step increase.

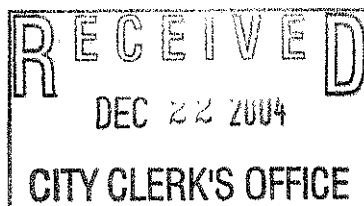
Several members of the Committee requested a listing of the current part time employees. Therefore, I am providing you with the list as of today.

I will be happy to explain the document to you at our next meeting.

Very truly yours,

Virginia A. Lamberton  
Human Resources Director

Attachment



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Date: 12/21/04

**Part Time Employees by Dept. W/ scheduled hrs.**

Department Number	Department Description	Last Name	First Name	Full/Part Time	Schedule Hours Code	Normal Work Hours in Day
2	ASSESSOR'S OFFICE	DOYON	IRENE	P	NS	8.000
4	CITY CLERK - SECURITY GUARDS	GONZALEZ	LUIS ANGEL	P	NS	0.000
		GATCOMB	SEAN	P	NS	0.000
		KLEY	ROBERT	P	NS	0.000
		DEVLIN	BONNIE	P	NS	0.000
19	HUMAN RESOURCES DEPARTMENT	FIGG	SUSAN	P	W1	8.000
22	TAX COLLECTOR	TRACY	MARGARET	P	P3	8.000
25	AVIATION - RUNWAY/AIRFIELD MAINTENANCE	SLIVER	JASON	P	NS	8.000
		GREEN	RAYMOND	P	NS	8.000
		WILLIS	DAVID	P	NS	8.000
		WEBSTER	RAYMOND	P	NS	8.000
		DUVAL	DAVID	P	NS	8.000
		DESROCHER	CHARLES	P	NS	8.000
		COOK	JOHN	P	NS	8.000
		RODONIS	RICHARD	P	NS	8.000
29	WATER - DIST BACKFLOW	MYERS	CLAUDETTE	P	P8	6.000
	WATER - FINANCIAL ACCOUNTING	JONES	DORIS	P	WT	8.000
		D'ADDIO	PATRICIA	P	NS	8.000
	WATER - TREATMENT LABOR	STRANGMAN	KATHLEEN	P	NS	0.000
		EBERT	HARRIET	P	NS	0.200
		TOLSON	JOSEPHINE	P	NS	0.000
		METCALF	BARBARA	P	NS	0.000
	WATER - WATERSHED PATROL	FOSS	FRED	P	WT	8.000
33	POLICE-DETECTIVES	SCHANCK	SUZANNE	P	PT	8.000
	POLICE-TRAFFIC CONTROL	GAZDA	WALTER	P	CG	2.000
		O'NEILL	LAURA	P	CG	2.000
		CARIGNAN	PIERRETTE	P	CG	2.000
		PRITCHARD	MARGARET	P	CG	0.200
		WALSH	SCOTT	P	CG	0.200
		DAY	ARLINE	P	CG	2.000
		YOUNG	RUTH	P	CG	0.200
		PLOURDE	JEFFREY	P	CG	2.000
		PLOURDE	DIANE	P	CG	0.200
		VALLEE	LUCETTE	P	CG	2.000
		BRUNELLE	NICOLE	P	CG	2.000
		CASE	JANET	P	CG	0.200
		WATSON	LISA	P	CG	0.200
		KROCHMAL	JOHN	P	CG	2.000
		LAVALLEE	GERARD	P	CG	2.000
		BRUNELLE	RITA	P	CG	2.000
		TRISCANI	JOSEPH	P	CG	2.000
		DESHAIES	ROBERT	P	CG	2.000
		CUSHING	CLARENCE	P	CG	2.000
		BLACK	OSBORNE	P	CG	2.000
		BROWN	GERALD	P	CG	0.200
		TURULA	AMY	P	CG	0.200
		WRIGHT	SHEILA	P	CG	0.200
		BOUDREAU	RUTH	P	CG	2.000
		CROTTY	EDWARD	P	CG	0.200
		BOURGEOIS	ROBERT	P	CG	2.000
		LOPEZ	GLORIA	P	CG	2.000
		BOURGEOIS	MICHAEL	P	CG	0.200
		COTE	RICHARD	P	CG	0.200
		MCGEE	MEGHAN	P	CG	2.000
		DUNN	DONNA REE	P	CG	0.200

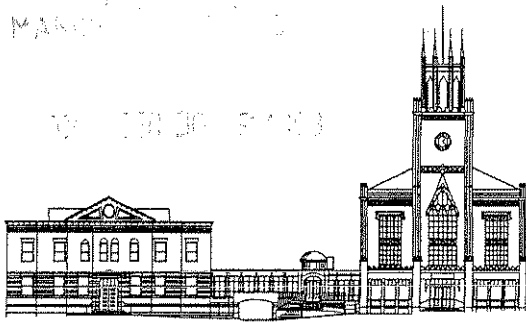
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Date: 12/21/04

**Part Time Employees by Dept. W/ scheduled hrs.**

Department Number	Department Description	Last Name	First Name	Full/Part Time	Schedule Hours Code	Normal Work Hours in Day
33...	POLICE-TRAFFIC CONTROL...	PAPP	RICHARD	P	CG	0.200
		RIVERA	HOPE	P	CG	0.200
		DARGIE	REBECCA	P	CG	0.200
		BARTLETT	KAREN	P	CG	0.200
		BRUNELLE	JOSEPH	P	CG	2.000
		WILDER	VIRGINIA	P	C2	2.000
		READE	KERRY	P	CG	0.200
		COOPER	CHESTER	P	CG	2.000
		HOPPS	CAROLINE	P	C6	2.000
		RIVARD	LEE	P	CG	2.000
		O'NEIL	MAUREEN	P	P3	8.000
		JOUBERT	ELIZABETH	P	CG	2.000
		CURRAN	ROBERT	P	CG	0.200
		MCINERNEY	SUSAN	P	CG	0.200
		MORRIS	KENDRA	P	CG	0.200
		MATSON	KATHLEEN	P	CG	0.200
	POLICE-UNIFORMED POLICE OFFICERS	TREMBLAY	GUY	P	NS	8.000
		ALEXAKOS	PHILIP	P	NS	8.000
		CZARNEC	JEFFREY	P	NS	8.000
		HOLMES	CHARLES	P	NS	8.000
		AINSWORTH	KEVIN	P	NS	8.000
50	HIGHWAY-SOLID WASTE	OVERBY	BRIAN	P	K1	8.000
		BARDELICK, J	JOHN	P	K2	8.000
60	WELFARE	PARSONS	CHARLEEN	P	NS	6.000
65	PARKS - GENERAL RECREATION	CATTERTON	ERIC	P	K4	8.000
		MCQUEENEY	KAITLYN	P	K4	0.000
		HAARLANDER	KATIE	P	K4	0.000
71	LIBRARY - MAIN	MCINTIRE	SAVANNAH	P	U4	5.000
		RUNDQUIST	KIRSTEN	P	40	0.000
		COMPANION	TINA	P	NS	0.000
		GRAVES	AMY	P	Q1	8.000
		TRIMBUR	GAIL	P	U3	5.000
		LAVALLEE	MICHAEL	P	U3	5.000
		WIDGER	NIELS	P	U3	5.000
		BUCKLEY	BERNICE	P	U3	5.000
		KALED	ROSE ALMA	P	U3	3.000
	LIBRARY - WEST SIDE BRANCH LIBRARY	THROENLE	BENJAMIN	P	U3	5.000

1/4/05 - Tabled  
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## City of Manchester Office of the Tax Collector

City Hall One City Hall Plaza  
Manchester, New Hampshire 03101  
Joan A. Porter, Tax Collector

Tele: (603) 624-6575

Fax: (603) 628-6162

Web Site: <http://www.manchesternh.gov>

Email: [taxcollector@ci.manchester.nh.us](mailto:taxcollector@ci.manchester.nh.us)

Welcome to the City Of Manchester NH, Where History Invites Opportunity!

December 30, 2005

Alderman William P. Shea, Chairman  
Human Resources and Insurance Committee  
1 City Hall Plaza  
Manchester, NH 03101

Dear HRIC Members,

At the last HRIC meeting, we discussed the Ordinance change of 8/7/02 which inadvertently changed the manner in which part-time employees are granted merit increases.

I say "inadvertently" because I have since read the minutes of the meeting during which the Committee approved the ordinance. A copy is attached for your review. The Ordinance in question is: **33.63 Temporary and Seasonal Employees**. Alderman Sysyn asked "what does this revision do" and the response from Ms. Lamberton pertained to the ordinance as it existed in which temporary and seasonal employees would work for the summer for 10 or 12 weeks, leave and come back next year and get a step increase. Ms. Lamberton went on to say that she proposed that they (temp/seasonal) would have to work the equivalent number of hours as a full-time employee to progress in steps. There was no mention of the part-time employees or the impact upon them or of Ordinance 33.62 which is governed by any changes to Ordinance 33.63.

At issue is the intention of the ordinance change. The intention was to correct a practice of granting yearly step increases to employees who were temporary or seasonal. The unintended effect was that regular part-time employees became classified as temp/seasonal for pay purposes. This change was never discussed. The regular part time employees to whom I am referring are employees who do the same exact job as a full time employee, are committed to work year round and receive many benefits that temp/seasonals do not.

This unintended effect has the following impact on part time employees, contrary to the intention of Yarger/Decker which was to have employees compensated equally for doing the same job. Let's assume we hired a part time (20 hours per week) and a full time person on January 1, 2005 at a rate of pay of \$10.00 per hour.

	Jan05	July05	Jan06	Jan07	Jan08	Jan09
FT	\$10.00	10.30	10.60	10.91	11.23	11.56
PT	\$10.00	10.00	10.00	10.30	10.30	10.60

As you can see, after 4 years, the part time employee who is doing the same job is getting almost \$1.00 less per hour (and obviously only being paid for 20 hours while the full time is being paid for 40 hours) but is expected to perform comparable to a full time person (pro-rated). We do track performance levels.

I look forward to further discussion at the HRIC meeting on Tuesday, January 4<sup>th</sup>. If you have further questions please contact me at 624-6575 x5303.

Respectfully submitted,

Joan A Porter  
Tax Collector

Enc: Copies of HRICminutes of 7/15/02

Chairman Lopez addressed Item 7 of the agenda:

Communication from Virginia Lamberton, HR Director, recommending a proposed revision to Ordinance 33.063 (Temporary and Seasonal Employees).

Alderman Shea moved to approve the proposed revision to the Ordinance and refer it to the Committee on Bills on Second Reading for technical review. Alderman Sysyn duly seconded the motion.

Alderman Sysyn asked what does this revision do.

Ms. Lamberton replied actually currently you could have somebody come and work for the summer for say 10 or 12 weeks, leave, come back the next year and get a step increase and that doesn't seem very wise. What I am saying is they would have to work the equivalent number of hours as a full-time employee to progress in steps.

Chairman Lopez called for a vote. There being none opposed, the motion carried.

Chairman Lopez addressed Item 8 of the agenda:

Communication from Virginia Lamberton, HR Director, recommending a remedial revision to Ordinance 33.081 (4) (Sick Leave).

Alderman DeVries moved to approve the proposed revision to the Ordinance and refer it to the Committee on Bills on Second Reading for technical review. Alderman Sysyn duly seconded the motion for discussion.

Ms. Lamberton stated apparently in 1990 the Board of Mayor and Aldermen passed a proposed language revision that nobody followed up with to correct the ordinance to reflect what is reality and in fact this is exactly what has been going on for the last 10 years but the ordinance doesn't reflect that. Now the ordinance will reflect that and clarify that this is the way it is.

Alderman DeVries asked and this would apply to whom.

Ms. Lamberton answered non-affiliated employees. Affiliated employees have provisions for pay out and so forth. This is a housekeeping measure.

Chairman Lopez called for a vote on the motion. There being none opposed, the motion carried.



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**PROPOSED REVISION TO**

**ORDINANCE 33.063**

**TEMPORARY AND SEASONAL EMPLOYEES**

July 8, 2002

**CURRENT LANGUAGE**

**33.63 Temporary and Seasonal Employees.**

Any temporary or seasonal employees occupying classified positions shall be employed initially at the hourly rate equivalent to the entrance rate in which employed as established by the temporary and seasonal employee schedule. All temporary or seasonal employees working less than a full work year may annually advance in pay, based upon satisfactory service and upon the recommendation of the department head, to the next higher rate in the grade for the class under salary schedule 1(D) until they reach the maximum step. Such annual advancement within a pay range may continue until the maximum step is reached unless interrupted by a period of absence from work for a period of 12 months or longer. In such event, the employee shall be reemployed at the initial pay step for the class to which he/she is assigned.

**PROPOSED LANGUAGE**

**33.63 Temporary and Seasonal Employees**

Any temporary or seasonal employees occupying a classified position shall be employed initially at the minimum step in the salary grade for his/her classification. Upon the recommendation of a department head, a temporary or seasonal employee may advance one step in his/her salary grade upon satisfactory completion of 2080 hours of work. Such advancement within a pay grade may continue until the maximum step is reached unless interrupted by a period of absence from work for a period of twelve (12) months or longer. In such event, the employee shall be reemployed at the minimum step for the classification to which he/she is employed.

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